



NORTHWEST POWER NORTHWEST VALUES

Job Title & Series: Contract Administrator, GS-1102	Job Announcement Number: 8242-10
Grade & Salary Range: GS-13: \$86,260 - \$112,136 <i>The full performance level of this position is GS-13.</i>	Opens: 08/26/10 Closes: 09/10/10 <i>(Applications must be received by 11:59 p.m. Pacific Time (PT) to be accepted.)</i>
Benefits: BPA offers a comprehensive benefits package: http://www.jobs.bpa.gov/Benefits/	
Organization: Supply Chain Services/ Sourcing Services, A&E Supplemental Labor & IT Contracting - NSSF	Location: Portland, OR
Type of Position: This is a permanent position with a full-time work schedule.	
Anticipated number of positions to be filled: More than one position may be filled.	

ELIGIBILITY:

Applications will be accepted from current and former competitive service Federal employees, and those eligible under special hiring authorities. Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply.

ABOUT BPA:

The Bonneville Power Administration has been powering people and careers for nearly 75 years. We are a non-profit federal agency that provides clean, emissions-free hydroelectricity to the Pacific Northwest and maintains a high voltage transmission system to deliver that electricity. We are a leader in sustainability and environmental stewardship, promoting energy efficiency, renewable wind and hydropower, the smart grid, fish and wildlife protection and initiatives to address climate change. We are a visionary and innovative agency that values diversity and creativity and encourages continuous learning. We are located throughout the Pacific Northwest with opportunities in cities, smaller communities and in the field. You can learn more about BPA at www.bpa.gov

JOB SUMMARY & MAJOR DUTIES:

The Contract Administrator serves as Sourcing Spend Manager and is a warranted contracting officer with authority for contract administration functions for a series of contracts for a single spend or series of spend category, for a variety of complex services or materials, or contracts covering a single coordinated project. Knowledgeable of procurement functions and provides technical expertise in the pre-award, award and post-award activities of contracts in spend category. As Contract Administrator, provides technical leadership and expertise to ensure BPA obtains the appropriate services and equipment from reliable sources in the most cost effective and timely manner. This includes: market research, market knowledge, statement of work development, selection of appropriate contract type, negotiation and administration of resultant contracts and financial assistance for construction and services contracts in support of BPA programs. In addition, provides visionary and strategic leadership for sourcing and post-contract efforts within one or more categories of services spend. Oversees the establishment of high quality and cost effective supplier relationships; guides sourcing teams in establishing strategic sourcing plans and supplier development plans. Develops and drives achievement of meaningful total cost, quality and service goals across assigned category of spend.

Architect & Engineering (A&E), Supplemental Labor and Information Technology (IT) Contracting (**NSSF**) executes BPA's acquisitions of Professional Services (lawyers, accountants, etc.); Supplemental Labor and IT. A&E, Supplemental Labor and IT Contracting also reviews and analyzes legal, regulatory, and business requirements for purchasing policy implementation. For these areas of procurement, it identifies opportunities for reducing the vendor base to provide BPA with cost savings, and increased effectiveness through long-term contractual relationships. Also, it assures the legality of business instruments; solicits proposals; and negotiates and awards contracts, securing the best value for BPA. In addition, it monitors contract performance and evaluates vendors to continuously supply the best and most cost-efficient services possible to client organizations.

MINIMUM QUALIFICATIONS:

SPECIALIZED EXPERIENCE

Experience serving as subject matter expert or team lead dedicated to procuring IT equipment, hardware, software development services and software licensing, including SAAS and technology transfer agreements, with responsibility for developing or recommending new procurement methods, procedures, and approaches. Demonstrated experience in a contracting position:

- Researching domestic and/or global market conditions in order to understand the factors that drive costs and availability of resources
- Performing analysis, evaluations and calculations to resolve issues connected to the overall planning, design or operation of a recognized contracting activity.
- Led teams in examining internal and external opportunities for consolidated agency spend, resulting in better volume pricing and a reduction in agency administrative costs.
- Determining need and feasibility of new procurement methods and sourcing strategies, and/or solve problems involved in the acquisition process.
- Suggesting processes to streamline and expedite procurement actions to reduce or eliminate company costs and/or risks.
- Mentoring and developing less experienced contract specialists so they gained knowledge of their profession and became valued members of their teams.
- Educating clients and management about government and commercial contract laws, regulations, policies as well as company policies to result in compliant defensible contracts.

In order to be rated as meeting the minimum qualifications, we must be able to determine from your application that you have a minimum of **one year** of the specialized experience requirement described above. Applicants who have qualifying experience performed on less than a full-time basis must specify the percentage and length of time spent in performance of such duties.

NOTE: Minimum Qualifications and Time-in-Grade Requirements must be met within 60 calendar days of the closing date of this announcement. Applicants must have served 52 weeks at the next lower grade level in the Federal service. To be creditable, specialized experience must have been equivalent to the next lower grade of the position to be filled.

EDUCATION

College transcripts are required. Failure to submit will result in a rating of not qualified.

A. A 4-year course of study leading to a bachelor's degree with a major in any field;

OR

B. At least 24 semester hours in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management.

C. Exceptions: Employees in GS-1102 positions will be considered to have met the standard for positions they occupy on January 1, 2000. Employees who occupy GS-1102 positions at grades 5 through 12 will be considered to meet the basic requirements for other GS-1102 positions up to and including those classified at GS-12. This includes positions at other agencies and promotions up through grade 12. However, employees must meet specialized experience requirements when seeking another position.

You must provide a copy of all relevant college transcripts with your application (Photocopies are sufficient), with your qualifying courses highlighted. Failure to provide transcripts will result in a rating of not qualified.

KNOWLEDGE, SKILLS, AND ABILITIES

Please submit a separate narrative response with your application addressing the following Knowledge, Skills and Abilities (KSAs). Failure to submit narrative responses to the KSAs may negatively affect your rating. For information on how to complete KSAs, please go to http://jobs.bpa.gov/How_To_Apply/ksa.cfm.

1. Knowledge of government and commercial contract laws, regulations, policies, industry practices and company policies sufficient to: a) to serve as a recognized IT licensing and procurement specialist and warranted Contract Administrator; b) to lead a team of warranted contract specialists, purchasing agents and support staff; and c) to develop or recommend new methods, procedures, and approaches for acquisitions, management of existing (and migration to new) contracts and purchase orders for the purchase of IT equipment, hardware, software development services and software licensing, including SAAS and technology transfer agreements. *(Provide specific examples of how you were recognized as a team leader or subject matter expert for the above-referenced IT areas and of the new methods, procedures, and approaches you developed or recommended. Describe work assignments you independently completed and their difficulty and complexity. Discuss your experience in research and analysis to determine need and feasibility of new procurement methods and sourcing strategies, as well as your experience providing technical guidance to less experienced contract specialists as well as internal and external customers).*

2. Ability to effectively negotiate IT systems/equipment, software and software development services procurement contracts using techniques and methods sufficient to sell ideas to others, work confidently with others to resolve issues, and develop win-win solutions. *[Describe your experience in negotiating with others and analyzing various types of IT services procurement contracts. Describe your experience (i.e., fixed price, cost reimbursement, unique source, etc.), the scope of your analysis and complexity of the procurement contract, as well as your role and responsibility involved with the contract. Provide specific examples of issues resolved and win-win solutions developed or other results obtained.]*

3. Ability to manage, lead, and facilitate project teams composed of individuals from varying backgrounds and to facilitate solutions among groups with diverse agendas and program interests and to communicate with senior managers, program managers, subject-matter specialists, industry representatives, and stakeholders. *(Describe your experience managing or facilitating project teams assigned to solve a problem. Explain the nature of the problem, how the team was selected, and the approach you used to ensure the group reached a successful outcome. Please describe your experience communicating, establishing, and maintaining positive and productive interpersonal relationships with team members, managers, service providers, and outside organizations.)*

ADDITIONAL REQUIREMENTS

- **Confidential Financial Disclosure:** Selectee will be required to complete the Office of Government Ethics Standard Confidential Financial Disclosure Report (OGE450e) within 30 days of employment and annually.
- **Ability to acquire a Level III Contracting Officer's Warrant.**

Security & Suitability: The sensitivity level of this position is designated as 'Low Risk – Nonsensitive', which requires that the selectee pass a National Agency Check with Inquiries (NACI) personnel investigation and receive a favorable suitability determination. Under existing OPM regulations, current Federal employees transferring from another department or agency who have successfully passed this level (or higher) personnel investigation will not be subject to re-investigation under OPM suitability regulations. Further, employees with unescorted access to facilities, systems, and equipment, which, if destroyed, degraded, or otherwise rendered unavailable, would affect the reliability or operability of the bulk electric system, or have access to critical cyber assets that are essential to the reliable operation of the bulk electric system will be required to undergo a Special Agency Check every seven years, thereafter (or sooner if for cause.)

APPLICATION PACKAGE CHECKLIST:

☐ Resume, or other application, that fully describes your education and experience. Application must contain sufficient information to determine eligibility for the position. (The Optional Application for Federal Employment (OF-612) can be found at <http://www.usajobs.opm.gov/of612.asp>). **Applications must include the following information:**

- Job Announcement number, title, and grade
- Full legal name, mailing address, contact telephone number and email address
- Country of citizenship
- High school attended which includes name of high school and location.
- Employment history [Unpaid experience (internships, volunteer work, etc.) related to the position may also be included]. Include job title (include series and grade if position was Federal), duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates (month and year), salary, and hours worked per week. Explain any gaps in employment.
- Indicate if we may contact your current supervisor.
- A list of other job-related training, skills (i.e., languages, tools, machinery, typing speed, etc.), certificates and licenses, recognition, professional memberships, publications, leadership activities, etc.

☐ Narrative responses to Knowledge, Skills, and Abilities.

☐ If you are applying as a reinstatement or status candidate from another Federal agency, please include a copy of your most recent Standard Form (SF)-50, Notification of Personnel Action.

☐ VETERANS: To be considered for VEOA or VRA consideration, a copy of your DD-214 (Member 4) is required. 10-point veterans must also provide a copy of their SF-15 and associated documentation.

☐ All applicants are encouraged to complete and submit BPA Form F3330-11e, Applicant Disability, Race/National Origin and Gender Identification form and Applicant Source Form (located at the end of this announcement, or may be downloaded at http://jobs.bpa.gov/How_To_Apply/forms.cfm)..

If your resume or application does not provide all the information requested in the vacancy announcement, you may lose consideration. Material received after the closing date will not be accepted.

HOW TO SUBMIT YOUR APPLICATION:

Applications may be emailed, faxed or mailed. Due to security requirements, we only accept hand-delivered application from individuals who currently have badge access to the building. Applicants are responsible for ensuring materials are transmitted successfully.

- **Via Email:** Application materials may be emailed to jobs@bpa.gov with the Job Announcement Number in the subject line. If you send your application through multiple formats, please include your name and the Job Announcement Number on each page.
- **Via Facsimile:** Application materials may be faxed to 503-230-3149
- **Via US Mail:** Application materials may be mailed to Bonneville Power Administration, ATTN: Human Capital Management, NHQ-1, PO Box 3621, Portland, OR 97208-3621.

After You Apply:

You will be notified via email of receipt of your application package. Applicants should retain a copy of their application as BPA does not return applications or provide copies. For more information, please refer to: http://jobs.bpa.gov/How_To_Apply/whathappens.cfm.

Applications submitted by fax or e-mail must be time/date stamped or electronically postmarked at point of origin by the closing date. If all materials are not received by the closing date, your application will be evaluated solely on the information available.

ADDITIONAL INFORMATION:

VETERANS	<p>The Veterans Employment Opportunity Act (VEOA) gives veterans access to job vacancies that might otherwise be closed to them. The law allows eligible veterans to compete for vacancies advertised under agency's promotion procedures when the agency is seeking applications from outside of its own workforce.</p> <p>The Veterans Recruitment Appointment Authority (VRA) is a special authority by which agencies can appoint eligible veterans without competition to positions at any grade level through General Schedule (GS) 11 or equivalent. VRA appointees are hired under excepted appointments to positions that are otherwise in the competitive service.</p> <p>For more information, please refer to the OPM VetGuide: http://opm.gov/staffingPortal/Vetguide.asp</p>
CAREER TRANSITION ASSISTANCE PROGRAM/ INTERAGENCY CAREER TRANSITION ASSISTANCE PROGRAM (CTAP/ICTAP)	<p>Individuals who have special priority selection rights under the Agency Career Transition Assistance Program (CTAP) or the Interagency Career Transition Assistance Program (ICTAP) must be well qualified for the position to receive consideration for special priority selection. 'Well qualified' for non-status applicants means an applicant who scores 85 points or higher prior to the addition of veteran's preference, if applicable.</p> <p>Federal employees seeking CTAP/ICTAP eligibility must submit proof that they meet the requirements of 5 CFR 330.605 (a) for CTAP and 5 CFR 330.704 for ICTAP. This includes a copy of the agency notice, a copy of their most recent Performance Rating and a copy of their most recent SF-50 noting current position, grade level, and duty location. <u>Please annotate your application to reflect that you are applying as a CTAP or ICTAP eligible.</u></p> <p>For additional information please refer to http://www.opm.gov/ctap/.</p> <p>All eligible Office of Civilian Radioactive Waste Management (RW) employees will receive priority placement consideration for any vacancy within DOE under the DOE Internal Transition Assistance Plan (ITAP). RW employees will be considered and selected before any other candidate as long as they are found qualified for the position.</p>
BENEFITS	<p>Information on BPA benefits can be found at: http://www.jobs.bpa.gov/Benefits/</p>
EQUAL EMPLOYMENT OPPORTUNITY	<p>The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.</p>
REASONABLE ACCOMMODATION	<p>Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.</p>
LEGAL AND REGULATORY GUIDANCE	<p>Privacy Act - Privacy Act Notice (PL 93-579): The information requested here is used to determine qualifications for employment and is authorized under Title 5 U.S.C. 3302 and 3361.</p> <p>Signature - Before you are hired, you will be required to certify the accuracy of the information in your application.</p> <p>False Statements - If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be subject to fine, imprisonment, or other disciplinary action.</p> <p>Selective Service - If you are a male applicant born after December 31, 1959,</p>

	you must certify that you have registered with the Selective Service System, or are exempt from having to do so under the Selective Service Law. You may obtain your Selective Service Number at: https://www.sss.gov/RegVer/wfVerification.aspx
FORMS AVAILABILITY	All application materials may be obtained by calling 503-230-3230, or 1-877-975-4272. You may also download a copy of this announcement, including all forms, from our website at http://www.jobs.bpa.gov .

Applicant Source Form

The Bonneville Power Administration's Human Capital Management office has an ongoing process improvement objective associated with recruitment and outreach strategies. In order for us to assess the effectiveness of our current advertising and Recruitment efforts, please identify how you learned about this job by marking the appropriate box below:

Vacancy Announcement Number

Position Title, Series, Grade

☐ **BPA Website**

☐ **USAJOBS Website**

☐ **Job Board** (CareerBuilder, Craigslist, Employment Dept, etc.)

(please specify): _____

☐ **Industry Website or Event** (National Institute of Government Purchasers, GreenDrinks, etc.)

(please specify): _____

☐ **Social Media Website** (Facebook, LinkedIn, etc.)

(please specify): _____

☐ **Career Fair** (campus events, community event)

(please specify): _____

☐ **BPA employee**

☐ **Other (please specify):** _____

PRIVACY ACT STATEMENT

This data is being collected to plan and evaluate the agency's recruitment of persons with disabilities, minorities and women, and to help ensure that agency personnel practices meet the requirements of Federal law and regulation. The data you supply will be used for statistical analysis only. **SUBMISSION OF THIS INFORMATION IS VOLUNTARY.** Failure to provide this information will have no effect on the processing of your application for Federal employment. Individual personnel selections are not made based on this information.

Authority: Sections 1302, 3301, 3302, 3304 and 7201 of Title 5 of the U.S. Code, Section 2000e of Title 42 of the U.S. Code; and Section 791 of Title 29 of the U.S. Code.

1. Vacancy Announcement Number	2. Position Title, Series, Grade
3. Name (Last, First, Middle Initial)	4. Are you a U.S. Citizen? (Check one) <input type="checkbox"/> Yes <input type="checkbox"/> No
5. Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	

6. SECTION A. DISABILITY STATUS

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A person is disabled if he or she has a physical or mental impairment, which substantially limits one or more major life activities. Please read the disability descriptions below and then write the two-digit numeric code in the box above which best describes your disability, if any. If you have more than one disability, choose the one which results in the most substantial limitation.

01. I do not wish to identify my handicap status.

05. I do not have a disability

SPEECH/HEARING/VISION IMPAIRMENTS

- 13. Severe speech malfunction or inability to speak; hearing is normal (Examples: defects of articulation [unclear language sounds]; stuttering; aphasia [impaired language function]; laryngectomy [removal of the "voice box"]).
- 15. Hard of hearing (Total deafness in one ear or inability to hear ordinary conversation, correctable with a hearing aid).
- 16. Total deafness in both ears, with understandable speech.
- 17. Total deafness in both ears, and unable to speak clearly.
- 22. Ability to read ordinary size print with glasses, but with loss of peripheral (side) vision (Restriction of the visual field to the extent that mobility is affected – "Tunnel vision").
- 23. Inability to read ordinary size print, not correctable by glasses (can read oversize print or use assisting devices such as glass or projector modifier).
- 24. Blind in one eye
- 25. Blind in both eyes (no usable vision, may have some light perception)

MISSING EXTREMITIES

- | | | | |
|---|-------------|--|-------------|
| 27. One hand | 28. One arm | 29. One foot | 32. One leg |
| 33. Both hands or arms | | 34. Both feet or legs | |
| 35. One hand or arm <u>and</u> one foot or leg | | 36. One hand or arm <u>and</u> both feet or legs | |
| 37. Both hands or arms <u>and</u> one foot or leg | | 38. Missing both hands or arms <u>and</u> both feet or legs. | |

NONPARALYTIC ORTHOPEDIC IMPAIRMENTS (Because of chronic pain, stillness, or weakness in bones or joints, there is some loss of ability to move or use a part or parts of the body.)

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|-----------------------|----------------------|--|----------------------|
| 44. One or both hands | 45. One or both feet | 46. One or both arms | 47. one or both legs |
| 48. Hip or pelvis | 49. Back | 57. Any combination of two or more parts of the body | |

PARTIAL PARALYSIS (Because of a brain, nerve, or muscle problem, including palsy and cerebral palsy, there is some loss of ability to move or use a part of the body, including legs, arms, and/or trunk.)

- | | | | |
|--|---|-----------------------|----------------|
| 61. One hand | 62. One arm, any part | 63. One leg, any part | 64. Both hands |
| 65. Both legs, any part | 66. Both arms, any part | | |
| 67. One side of the body, including one arm and one leg. | 68. Three or more major parts of the body (arms and legs) | | |

7. COMPLETE PARALYSIS (Because of a brain, nerve, or muscle problem, including palsy and cerebral palsy, there is complete loss of ability to move or use a part of the body, including legs, arms, and/or trunk.)

- | | | | |
|---|----------------|--|---------------|
| 70. One hand | 71. Both hands | 72. One arm | 73. Both arms |
| 74. One leg | 75. Both legs | 76. Lower half of body, including legs | |
| 77. One side of body, including one arm and one leg | | | |
| 78. Three or more major parts of body (arms and legs) | | | |

OTHER IMPAIRMENTS

80. Heart disease with no restriction or limitation of activity (History of heart problems with complete recovery.)
81. Heart disease with restriction or limitation of activity
82. Convulsive disorder (e.g. epilepsy)
83. Blood disease (e.g. sickle cell anemia, leukemia, hemophilia)
84. Diabetes
86. Pulmonary or respiratory disorders (e.g. tuberculosis, emphysema, asthma)
87. Kidney dysfunctioning (e.g. if dialysis [Use of an artificial kidney machine is required])
88. Cancer (a history of cancer with complete recovery)
89. Cancer (undergoing surgical and/or medical treatment)
90. Mental retardation (Chronic and lifelong condition involving a limited ability to learn, to be educated, and to be trained for useful productive employment as certified by a State Vocational Rehabilitation agency under section 213.3102(t) of Schedule A.)
91. Mental or emotional illness (A history of treatment for mental or emotional problems.)
92. Severe distortion of limbs and/or spine (e.g. dwarfism, severe distortion of the back)
93. Disfigurement of face, hands, or feet (e.g. distortion of features on skin, such as those caused by burns, gunshot injuries, and birth defects [gross facial birthmarks, club feet, etc.])
94. Learning disability (A disorder in one or more of the processes involved in understanding, perceiving, or using language Or concepts [spoken or written]; e.g. dyslexia.)
06. I have a disability, but it is not listed above: Describe below:

SECTION B. ETHNICITY AND RACE IDENTIFICATION: Specific Instructions: The two questions below are designed to identify your ethnicity and race. **Regardless of your answer to question 1, go to question 2.**

Question 1. Are you Hispanic or Latino? (A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.)

☐ Yes ☐ No

Question 2. Please select the racial category or categories with which you most closely identify by placing an "X" in the appropriate box(s). Check as many as apply.

RACIAL CATEGORY (Check as many as apply)	DEFINITION OF CATEGORY
<input type="checkbox"/> American Indian or Alaska Native	A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
<input type="checkbox"/> Asian	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
<input type="checkbox"/> Black or African American	A person having origins in any of the black racial groups of Africa
<input type="checkbox"/> Native Hawaiian or Other Pacific Islander	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
<input type="checkbox"/> White	A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.